

**Job Description**

Job Title: Contracts Manager  
Division: Chief Financial Officer - Project Controls, Contract Management  
Reports To: Director - Contract Management  
Grade Level: H18  
FLSA Status: Exempt  
Employment Status: Full Time

**Job Summary**

The Contract Manager is responsible to provide leadership to review, analyze, negotiate and process professional services amendments, change orders and track, review, and analyze their invoices. This position will assist in the development and revisions to contracts and will be responsible to work with Project Managers and project teams to ensure consistent and effective interpretation of contracts, estimates, change management, schedules, and amendments.

**Essential Duties and Responsibilities**

1. Oversees the validation, preparation, negotiation and processing of professional service amendments and change order approval on timely manner. Also responsible for reviewing and validating invoices submitted by professional services consultants firms prior to approval and processing.
2. Provide guidance to NJSDA Project Managers and project teams on interpretation of contracts, specifications and drawings to ensure consistency and uniformity across all regions and contracts.
3. Responsible for preparing and presenting memos to the Authority's Board members to recommend approval of changes and payments for services performed by professionals and contractors.
4. Relied upon by Director to prepare detailed scope and assist Procurement in the procuring of professional service contracts. Produce management reports to monitor effectiveness of the unit and track progress of achieving departmental and organizational goals.
5. Maintain effective communication with various departments to ensure consistency and uniformity in the adherence of the contract requirements.
6. Supervises and coordinates activities of subordinates to maximize their effectiveness to ensure accurate and timely review of amendments, change orders and invoices.
7. Coaches, mentors, and develops employees to achieve departments overall objectives and the employees professional development goals.

**Required Skills and Abilities**

1. Excellent ability to interpret contracts, specifications and bulletins for contract compliance.
2. Proficient in Microsoft Word, Excel, Access, and ability to learn and use various software used by the Authority.
3. Excellent presentation, analytical, negotiations and interpersonal skills. Ability to communicate in a professional manner displaying ability to maintain cooperative work relationship with staff.
4. Strong leadership and management skills.

<b>Required Qualifications</b>
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**Education and Experience Requirements**

1. Bachelor degree in management, law, engineering, architecture, construction management or other related field with five years of experience in construction industry.
2. Experience in negotiating and managing contract documents or managing construction projects.
3. Minimum of five years supervisory experience.
4. Experience in negotiating construction claims a plus.
5. Extensive knowledge in construction, consultants and architectural contracts.

**Physical Demands**

Minimal

**Certificates and Licenses Required**

Valid driver's license